

**POSITION DESCRIPTION****History Center Aide****FLSA Status: Non Exempt****Classification: Occupational****Reports to: History Center Manager****Revised: 8/30/19****Human Resources Initials: _____****POSITION PROFILE**

Under general supervision of the History Center Manager, performs a variety of duties in the history center and its program. Such duties include clerical, curation and preservation of history collections, event programming, technology use, materials processing and organization, and customer service assistance to patrons.

ESSENTIAL FUNCTIONS

- Performs routine clerical duties, including assisting patrons, and answering/making phone calls.
- Operates and maintains the history center's technology including computers, printers, scanners, copy machines, paper cutters, laminators, etc.
- Must be able to comfortably use word processing programs, desktop publishing, spreadsheet applications, electronic mail, information databases available to patrons, history center's social media tools, etc. Learns to operate new technology as it is adopted by the library system and Duchesne County. Also assists patrons in using the aforementioned equipment.
- Performs organizational and processing duties related to history center resources including labeling, repairing or deselecting materials, performing inventory, keeping physical materials organized, and displaying materials.
- Plans, executes, and assists in history center programming, events, and outreach efforts including programs that occur outside of regular library hours and at off-library sites requiring some travel.
- Helps curate and preserve historical collections in physical and digital formats. Tasks may include scanning photos and negatives, organizing newspaper clippings, performing oral histories, etc.
- Participates in professional development including workshops, conferences, and webinars to increase professional knowledge and gain new ideas for history center services. Also completes required county and risk management training.
- Maintains confidentiality of library records including patron identifiable information.
- Performs customer service for history center patrons and maintains respect, positivity, and politeness for all patrons, co-workers, supervisors, and other county departments.
- Performs work with attention to detail, professionalism, and timeliness.
- Follows established policies and procedures of Duchesne County and the library system.
- Performs other duties as assigned by the History Center Manager.

EDUCATION AND EXPERIENCE

- Must be a high-school graduate or equivalent education.

- Utah Library Association Paraprofessional Certification is preferred but not required.
- Exposure to basic office procedures, clerical work, and computer utilization is desired.

OTHER REQUIREMENTS

- Must be 18 years or older.
- Must be able to successfully pass a criminal background investigation and drug test.
- Must have a valid driver's license and transportation.

SKILLS/ABILITIES

- Must be able to write and communicate effectively in English, respond to inquiries, and read and interpret documents such as policies, procedures, and regulations.
- Ability to apply common sense, problem-solving, and initiative to carry out tasks or deal with situations when a supervisor is not present.
- Bilingual Spanish preferred but not required.

PHYSICAL REQUIREMENTS

- Vision abilities require close and distance vision.
- Occasionally is required to move up to 50 pounds or more with assistance.
- An employee is regularly required to stand, sit, use hands, climb, and stoop.

HAZARDS

- There are no significant harmful hazards present for this position.
- Work in an office setting under florescent lighting and computer use may cause minimal eye strain, but can be accommodated.
- The noise level is usually moderate.

ADA STATEMENT

Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.